



King County
PERSONAL HEALTH SERVICES SUPERVISOR
PUBLIC HEALTH – SEATTLE & KING COUNTY
COMMUNITY HEALTH SERVICES DIVISION/DOWNTOWN PUBLIC HEALTH CENTER
Hourly Rate Range \$33.09 - \$41.92
Job Announcement: 05RL5455
OPEN: 8/29/05 CLOSE: 9/12/05

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Nursing Administration, 999 3rd Avenue, Suite 900, Seattle Washington, 98104 or fax to (206) 205-6236.** Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Jane Johnson at (206) 296-4790, for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [Public Health-Seattle & King County nursing application form, application data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Downtown Public Health Center, 2124 4th Ave, Seattle, WA 98104

WORK SCHEDULE: This full time position is overtime eligible. It works a 40 hour work week; Monday through Friday; and will include some weekend and holiday coverage.

PRIMARY JOB FUNCTIONS INCLUDE: The responsibilities of this position include direct supervision of the work of professional, paraprofessional, and support staff assigned to public health services and programs. Direct supervision responsibilities include hiring, performance evaluations, training, coaching and counseling, team building, and discipline of staff. There are also program level responsibilities that include program planning, implementation, coordination, and evaluation, including specifically the county-wide weekend early post-birth follow-up services. Staff supervision and program management involve several programs and program activities that occur at the Public Health Center, in patient homes, at satellite clinics, and in other community locations. This position works collaboratively as a member of the site management team. Participation in planning, implementing, and monitoring the annual budget is included in the job duties as well as working collaboratively with the community and other community agencies regarding community needs assessment and the development of program goals and objectives. The individual in this position may be responsible for overall site management during site manager absences.

QUALIFICATIONS:

- Washington State license as a Registered Nurse and bachelor's degree in nursing science from a school of nursing accredited by the National League of Nursing or equivalent.
- Advanced training in nursing administration or public health, or comparable experience.
- Ability to travel between sites in a timely fashion with limited or no public transportation.

- Demonstrated knowledge of nursing practice, healthcare maintenance, and the law regarding the practice of nursing and other health-care disciplines.
- Skilled in supervisory and management techniques and principles including the oversight of staff performing early post-birth services.
- Knowledge of public health practices and principles; including newborn and maternal clinical physical assessment as well as assessment of early postpartum transition from hospital to home.
- Knowledge and skills with WIC and Maternity Support Services Clinics
- Knowledge and skills with Public Health Nurse Field Visiting Services
- Skilled in program development and evaluation techniques and principles.
- Knowledge of Quality Improvement process and methods.
- Skilled in team development and team building.
- Excellent communication skills (oral and written).
- Skill in using a computer and Word, Excel, Access.
- Knowledge of occupational health and safety hazards and epidemiology.
- Skilled in interviewing techniques and principles.
- Knowledge of budgeting techniques and principles.
- Demonstrated skill in leadership, problem-solving and conflict resolution skills.
- Demonstrated knowledge of analytical, organizational and time management skills.
- Demonstrated skills in establishing work priorities and handling a number of projects simultaneously.
- Skill in establishing and maintaining working relationships and working with diverse populations, staff and cultures
- Demonstrated skill in facilitating change

DESIRED QUALIFICATIONS:

- Previous experience supervising health care staff and managing public health clinical programs.
- Progressively responsible community health nursing experience.
- Masters degree in Nursing, Public Health, Nutrition, or closely related field desired.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: WSNA

CLASS CODE: 8341 SEQUENCE NUMBER: 4490